

New License Application Instructions

Click next after you answer each question. You can go back. All required information has to be entered to move to the next screen.

1. Select "Register a new short-term rental license".
2. Confirm you have all the required documents. You cannot move forward until all the required information is confirmed.
3. Select if you are the owner of the property, or if you are the property management company or resident agent, completing the application.
4. Enter your Parcel ID number. This unique tax assessment ID number is a 10-digit number. The first two numbers have been filled in for you. If you don't know your Parcel ID number, you can look up your number on the Talbot County tax assessor website where you can search by Property Address (house number and street name). The street number is not required. Do not enter street name suffixes (Avenue, Street, Lane, etc). This search will identify the remaining eight digits of the Parcel ID number. Note the eight digits and enter them in the field. Click "next" and your property address should be displayed.
5. Indicate if the property address has a unit number. If yes, enter the unit number.
6. The next few steps will ask you for property owner and property manager/resident agent (if applicable) information. Complete all the required information.
7. Indicate whether there is a secondary property owner. If so, enter their information.
8. Confirm or update the property owner or resident agent's name and contact information – the person who will be available 24/7 for any problems that may arise with the rental property. If you have designated a resident agent or employed a property management company with a primary contact, they typically, but not always, are the 24/7 contact.
9. Indicate if the STR property is your primary residence.
10. Indicate if you are seeking an STR license for the primary dwelling or an accessory dwelling. You can designate one or the other, but not both.
11. Provide the estimated date of construction of the primary or accessory dwelling.
12. Indicate whether the STR property is within a homeowner's association, property owner's association and/or is it governed by any type of covenants, conditions and restrictions specifically prohibiting the rental of properties or short-term rentals.
13. Indicate the number of bedrooms you will use for the STR rental license. Please be advised that an STR property can use no more than six bedrooms in the primary or accessory dwelling.
14. Provide the number of on-site parking spaces provided. The number of required parking spaces is 1 vehicle per two guests. The designation of on-street parking to meet the number of required parking spaces is prohibited. The Department will conduct an on-site visit to determine whether there is sufficient parking area for the number of required vehicles.
15. Indicate the maximum occupancy of your STR dwelling. The maximum occupancy is limited to 2 people per bedroom (excluding infants 14 months of age and under) or no more than 12 people, whichever is less.
16. Indicate whether you plan on using an ICC-Certified Inspector for your building safety inspection. If so, you will still need to complete and upload the STR Zoning and Safety Inspection Application. However, the County fee of \$40.00 to conduct the safety inspection is not required. The safety inspection cannot be conducted until the application has been submitted.
17. Upload all your required documents. Documents in PDF, PNG, JPG, JPEG, GIF, and TIFF format are accepted. You can also upload photos.
18. The next screen will calculate how much you owe in fees. You can pay through your bank account or by credit or debit card.

19. Confirm the acknowledgements.
20. Carefully review the information displayed on the next screen. You have the ability to edit any information that is incorrect.
21. Type in your legal name and provide your electronic signature.
22. Proceed with your payment.

NEXT STEPS

Once your application is submitted, a [Notice of Application letter](#) must be sent by certified mail, return receipt requested or other shipping carrier with adult signature required, to the address included on your property owner notification list. You can obtain the addresses provided on the annual Talbot County tax bill. The letter can also be sent by any other written means, such as e-mail or regular mail, provided receipt is confirmed in writing.

The notices must be sent out within 21 days of filing the Short-Term Rental application with the Talbot County Department of Planning and Zoning.

After the letters are sent, you must send to the Department a signed and dated [Certificate of Service/Hearing Notice](#) with the Talbot County Department of Planning and Zoning promptly after sending out the required notices. The certificate is signed by the applicant to certify that the required notices were sent out to the list of neighboring properties included with your on-line application.

Include with your Certificate of Service a copy of the notice that was sent out. You must also provide a signed and dated copy of the Hearing Notice.

The Maryland Environmental Health Department requires an on-site septic inspection for properties on a septic system. Provide a fee payable to: Talbot County Environmental Department, 215 Bay Street, Suite 4, Easton, MD 21601 in the amount of \$100. No Health Department fee is assessed to applicants with STR's on public sewer. Planning and Zoning will forward all necessary documentation to the Health Department; a separate submittal is not necessary.

Once all inspections are completed (safety, zoning, septic) and required documents are verified to be in order and complete, you will be eligible for a hearing in front of the [Short-Term Rental Review Board](#). Staff will contact you for scheduling.